

# COVID-19 RESPONSE & RELIEF GRANTEE PROCESS GUIDE

- HOW TO USE THE NEIGHBORLY SYSTEM
- SUBMIT REIMBURSEMENT REQUESTS
- COMPLETE ACTIVITY REPORTS
- ACCESS ODP'S ONLINE TRAININGS



# FY2022 COVID-19 RESPONSE & RELIEF

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## Accessing Your Grantee Portal

### Logging In

The Grantee Portal is hosted by Neighborly Software and is accessible via any internet connected device. The recommended browser is [Google Chrome](#), but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Grantee Portal Link: <https://portal.neighborlysoftware.com/ODPIDAHO/Participant>

### Are you a current Substance Abuse Block Grant (SABG) grantee recipient with ODP in addition to receiving COVID-19 Response & Relief Grant funds?

- **YES, I am currently an SABG Grantee as well as a COVID-19 Response & Relief grantee**
  - If you are currently receiving both SABG grant funds and COVID-19 grant funds, both grants will be accessed and managed through ODP's grant management platform, Neighborly. *See Appendix A on page 8 for instructions on how to differentiate the two grant awards in your Grantee Portal.*
- **NO, I am only receiving COVID-19 Response & Relief Grant funds**
  - Your COVID-19 Response & Relief grant funds will be accessed and managed through ODP's grant management platform, Neighborly. When you log-in to your Grantee Portal on Neighborly your COVID-19 grant will appear on your Dashboard.

### Registering a New Account


Don't have an account? To learn how to register a new account go to the [Grantee Portal](#) and select *Register* or click on the link for registration instructions.

- **Forgot Your Password?**

If you forgot your password, go to the [Grantee Portal](#) and select *Forgot your Password?*

The screenshot shows the login and registration interface for the Idaho Office of Drug Policy Participant Portal. On the left, the ODP logo is displayed with the tagline 'policy • partnership • prevention'. Below the logo, it says 'Welcome to the State of Idaho - Office of Drug Policy Participant Portal' and 'New applicants must first register their account before signing in to the portal'. At the bottom, a link says 'To learn how to register a new account, please click [here](#).' On the right, there are two tabs: 'Sign In' and 'Register'. The 'Sign In' tab is active, showing fields for 'Email Address' and 'Password', a 'Remember my email address' checkbox, and a 'Sign In' button. A link for 'Forgot your Password?' is located below the 'Sign In' button. Red arrows from the text above point to the 'Register' tab, the 'Forgot your Password?' link, and the 'here' link in the footer.

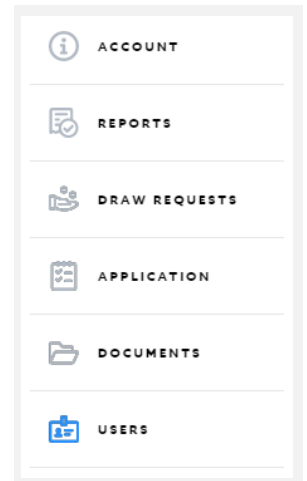
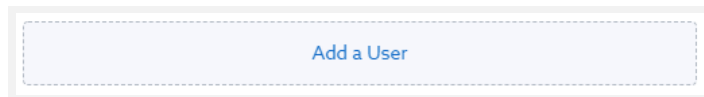
- **Changing Your Password**

To change your password, log into your Grantee Portal. Click on the  icon on the top right corner of the screen and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

- **Adding a New User to Your Grantee Account**

If another staff member at your organization will be supporting your grant reporting and/or submitting reimbursement requests, you will need to add them as a user to your Grantee Portal.

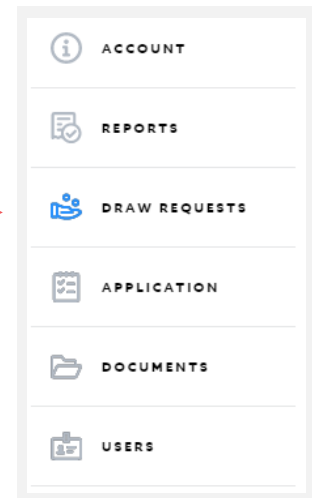
To do this, log into your Grantee Portal and select your grant. Click on the **USERS** tab on the left-hand navigation menu, then select *Add a User*.



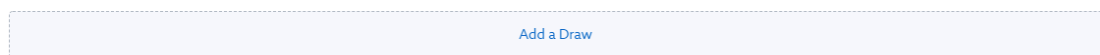
## How to Complete a Reimbursement Request

To submit a request for reimbursement, log into your [Grantee Portal](#) and follow these steps:

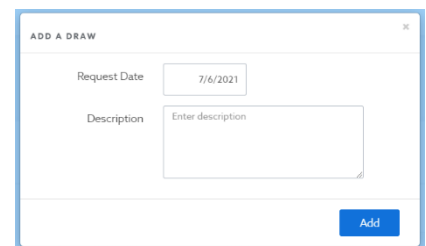
1. Select the **DRAW REQUESTS** tab on the left-hand navigation menu



2. Click **Add a Draw**



- 2.1. A white box will pop up on the screen. Enter the request date and a brief description. The description can be as simple as *July Reimbursement Request*, *[Organization Name] Reimbursement Request*, *[Date] Reimbursement Request*, etc.

A form titled "ADD A DRAW" with a close button (X) in the top right corner. It contains two input fields: "Request Date" with the value "7/6/2021" and "Description" with the placeholder text "Enter description". There is a blue "Add" button at the bottom right.

3. Click on the [hyperlink](#) to submit a detailed reimbursement request and upload supplemental documents via JotForm.

Request Workflow 0 of 2\*

**\*\*ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

**SUMMARY**

July Reimbursement Request

**DOCUMENTATION**

**\*\*ACTION REQUIRED:** First, you need to [click here](#) to submit a detailed reimbursement request and upload supplemental documents via JotForm. Once you have submitted the detailed reimbursement request on JotForm, return to this Neighborly webpage and enter the TOTAL amount you are requesting per program in the table below. Then click submit.

- 3.1. Up to five expenses can be entered within the JotForm.
- 3.2. Supporting Documents (e.g., receipts, invoices, purchase orders, etc.) will be uploaded via JotForm at the bottom of the expense page by clicking *Browse Files*.

**Supporting Documents #1**

[Browse Files](#)

(e.g., receipts, invoices, purchase orders, etc.)

4. The final page of the JotForm will list the total amount requested by program. These will also be listed in the notification email you receive when you submit the JotForm reimbursement request. **You will need to enter the amount(s) requested per program(s) into the draw request in your Grantee Portal.**

Program	Amount Requested
Active Parenting	150
Class Action	300
Project Towards No Drug Abuse	690

**Total Requested Amount** 950 **Total Administration Fee** 190 **Total Reimbursement Amount** 1140

By sending in this form, you certify that the amount detailed represents expenditures of funds for the period covered and for the total project, all made in accordance with the approved budget for the above-named project.

Signature

[Clear](#)

[Save](#) [Submit](#) [Print Form](#)

5. Once you submit the JotForm, return to the Draw Requests page in your Grantee Portal. Enter the **Amount Requested by Program** into the Draw Request. Click **Submit**.

CATEGORY	ORIGINAL AMOUNT	OTHER DISBURSEMENTS	AVAILABLE BALANCE	AMOUNT REQUESTED
Active Parenting SABG 2021/22	\$ 500.00	\$ 0.00	\$ 500.00	\$ 150.00
Class Action SABG 2021/22	\$ 750.00	\$ 0.00	\$ 750.00	\$ 300.00
Project Towards No Drug Abuse SABG 2021/22	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 690.00
<b>Totals</b>	<b>\$ 2,250.00</b>	<b>\$ 0.00</b>	<b>\$ 2,250.00</b>	<b>\$ 1,140.00</b>

Last updated by jessie.dexter@odp.idaho.gov on 7/7/2021 5:28:23 PM

[Cancel](#) [Submit](#)

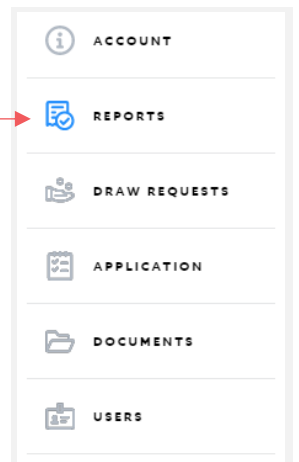
## How to Submit an Activity Report

COVID-19 Response & Relief grantees should anticipate completing grant activity reports on:

- **May 1, 2022**
- **November 1, 2022**
- **March 15, 2023**

To access your grant activity reports, log into your [Grantee Portal](#), select your grant, and follow these steps:

1. Select the **REPORTS** tab on the left-hand navigation menu



2. The reports will be listed based on reporting period and date range. Select the report that you want to complete by clicking **Start**.

(Note: reporting dates in the image below have been adjusted for training purposes. The reporting schedule for FY22 COVID-19 grantees is currently expected to be every six (6) months).

Reports

Quarterly Report (0 of 4)

PERIOD	DATE RANGE	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
1	4/1/2021-6/30/2021	7/10/2021	Available Now	0		<a href="#">Start</a>
2	7/1/2021-9/30/2021	10/10/2021	Available 9/30/2021	0		
3	10/1/2021-12/31/2021	1/10/2022	Available 12/31/2021	0		
4	1/1/2022-3/31/2022	4/10/2022	Available 3/31/2022	0		



## SABG Pre and Post Test Survey Information (if applicable)

Grantees providing **direct curriculum-based prevention education** (e.g., LifeSkills, Positive Action) are required to conduct pre- and post-surveys prior to, and after, the completion of each program cohort. These surveys are used to inform the overall SABG program evaluation. Additionally, after the program year providers will receive a summary outcome report of their programs' survey results.

**Please review the following steps for instructions on how to obtain and implement the surveys:**

1. Review the following documents:
  - [FY22 Instructions for Survey Administration for Prevention Programming](#)
  - [Parental Consent Policy](#)
2. ODP creates individualized pre- and post-survey templates specific to each provider's programs. **ODPs Research Analyst, Rachel Oliver ([rachel.oliver@odp.idaho.gov](mailto:rachel.oliver@odp.idaho.gov)) will email individualized PDF survey templates to each provider by November 15, 2021.**
3. ODP can also create an online version of the survey upon request. Contact Rachel Oliver if you would like to utilize the online survey option.

If you have any questions or concerns regarding the surveys, please contact Rachel Oliver at [rachel.oliver@odp.idaho.gov](mailto:rachel.oliver@odp.idaho.gov) or (208)854-3048.

## ODP Learning Management System and Training Opportunities

The Idaho Office of Drug Policy is pleased to provide free online courses to support the fulfillment of SABG grantee Provisional Prevention Specialist (PPS) and Certified Prevention Specialist (CPS) requirements through our learning management system.

**As of June 2021, ODP has launched eight additional CPS and Strategic Prevention Framework focused courses:**

1. *The Strategic Prevention Framework: A Practical Application (3 hours)*
2. *Planning and Evaluation (4 hours)*
3. *Identifying Evidence-Based Policies, Programs, and Environmental Strategies (3 hours)*
4. *Implementing Direct Service Programs with Fidelity (3 hours)*
5. *Principles of Community Organization for the Prevention Specialist (6 hours)*
6. *Principles of the Environmental Approach to the Prevention Specialist (3 hours)*
7. *Capacity and Readiness for Prevention with Special Populations (3 hours)*
8. *Sustainability and the Prevention Profession (4 hours)*

Learn more about ODPs learning management system, available online courses, and find instructions for registering and navigating the platform at [www.prevention.odp.idaho.gov/training](http://www.prevention.odp.idaho.gov/training)

## Appendix A

### Are you a current Substance Abuse Block Grant (SABG) grantee recipient with ODP in addition to receiving COVID-19 Response & Relief Grant funds?

- **YES, I am currently an SABG Grantee as well as a COVID-19 Response & Relief grantee**

If you are currently receiving both SABG grant funds and COVID-19 grant funds, both grants will be accessed and managed through ODP's grant management platform, Neighborly. When you log-in to your Grantee Portal on Neighborly both your SABG and COVID-19 grants will appear on your Dashboard. Here is how to differentiate the grant awards.

#### FY22 SABG First Year/Non-Continuation Grantees

- The COVID-19 funding will be identified under **PROGRAM** as "Federal SABG Supplemental Application" and under **YEAR** as 2022
- The SABG funding will be identified under **PROGRAM** as "Federal SABG Program" and under **YEAR** as 2021

Grants

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
30088	Idaho Office of Drug Policy_COVID-19 Example	Federal SABG Supplemental Application	2022	\$150.00	\$0.00	\$150.00	<a href="#">View</a>
30081	Idaho Office of Drug Policy_SABG Application Example	Federal SABG Program	2021	\$100.00	\$0.00	\$100.00	<a href="#">View</a>

#### FY22 SABG Continuation Grantees

- The COVID-19 funding will be identified under **YEAR** as 2022
- The SABG Continuation funding will be identified under **YEAR** as 2021

Grants

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
30088	Idaho Office of Drug Policy_COVID-19 Example	Federal SABG Supplemental Application	2022	\$150.00	\$0.00	\$150.00	<a href="#">View</a>
30040	Idaho Office of Drug Policy_SABG Continuation Example	Federal SABG Supplemental Application	2021	\$2,270.00	\$0.00	\$2,270.00	<a href="#">View</a>

- **NO, I am only receiving COVID-19 Response & Relief Grant funds**

Your COVID-19 Response & Relief grant funds will be accessed and managed through ODP's grant management platform, Neighborly. When you log-in to your Grantee Portal on Neighborly your COVID-19 grant will appear on your Dashboard.